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**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA, Accounting  
**DATE:** June 6, 2002  
**RE:** Vendor File Updates

Effective immediately, vendor file update adds should be ad hoc routed to OA, Accounting or submitted on paper if your agency does not have online access to SAM II Financial. Updates submitted online have a faster turnaround time from those submitted on paper. Vendor updates should not be submitted on paper if the agency has online access to SAM II Financial.

OA, Accounting currently has a backlog of vendor file updates. This backlog is being compounded by state agencies submitting the same update request multiple times. Please do not submit a request a second time unless the first submission was sent to OA, Accounting longer than five (5) working days.

OA, Accounting is currently monitoring vendor file additions. If a vendor add submitted to OA, Accounting is a duplicate of one already existing on the file, the requested add will not be processed by OA, Accounting.

Agencies need to check the VEND (Vendor Index), VTIN (All Vendors by Taxpayer ID Inquiry), and VNAME (Vendor Name) tables to ensure that the vendor does not exist prior to submitting a vendor file add to OA, Accounting.

Effective immediately, OA, Accounting will no longer establish multiple vendor numbers for the sole purpose of designating payments to a vendor's specific account number (customer accounts, bank accounts, ACH, EFT, etc.) or to the attention of a specific individual at the vendor's place of business.

If a vendor elects to be set up for ACH/EFT distribution, then the vendor must give a general account that all distributions can be directed to when payments are made to the vendor. The entry of multiple vendor numbers for this purpose will no longer be allowed.

OA, Accounting will be working with state agencies and vendors to clean up the existing vendor file beginning sometime in FY03. Account number information, etc., will be deleted from the vendor file at that time.

As a reminder, requests for a vendor file change, requires supporting documentation from the vendor, such as a copy of an invoice, a letter on the vendor's letterhead, or a W-9 completed by the vendor.

OA, Accounting will request an agency to obtain a W-9 or other types of supporting documentation if necessary prior to processing a vendor file update. At the current time, supporting documentation is not required with the submission of a vendor add. However, we anticipate that sometime during FY03, the submission of supporting documentation will be required within 30 days of the vendor add. Vendor file updates affect payment processing and 1099 reporting and therefore, we must strive to ensure that these updates are correct.

Because of 1099 reporting impacts, agencies must ask vendors whether they are a sole proprietor, incorporated, tax exempt, etc. Please ensure that the Name Control, 1099 Indicator, Taxpayer ID Type, and Vendor Indicators on VEN3 are completed accurately when submitting vendor file adds/updates to OA, Accounting.

State agencies must ensure that agency staff responsible for vendor file updates submits the updates in accordance with SAM II Financial Policies and Procedures. These procedures are located on the SAM II Intranet Website Section L—Vendor Activities and also under Section Y—Coding Instructions.

Thank you for your assistance. If you have any questions, please contact your Agency Customer Service Coordinator. If your Agency Customer Service Coordinator has any questions, he/she will contact OA, Accounting's Agency Customer Service Coordinator's Desk for assistance if necessary.

VH:vs/Notifications/VendorFileUpdates